

The Law Clerk Hiring Plan For 2005 & 2006

- The hiring of law clerks will be done no sooner than the Fall of the third year of law school.
- Law schools and law faculty members will discourage potential applicants from submitting applications for clerkship positions before the day after Labor Day of their third year of law school. The law schools will do nothing to facilitate the release of official transcripts and they will discourage faculty members from sending letters of reference or making calls on behalf of law clerk applicants before the day after Labor Day of the third year of law school.
- Law clerk applications from third year students, and letters of reference on their behalf, may not be sent before the day after Labor Day.
- Law schools are strongly encouraged to continue bundling applications (including cover letters, resumes, recommendations, transcripts, and writing samples), so that each applicant's materials arrive together and all applications from a particular school arrive at the same time.
- There will be a "reading period" between the day after Labor Day and the second Thursday after Labor Day during which law clerk applications and letters of reference can be received, sorted, and reviewed by chambers.
- Judges may begin scheduling interviews at noon (EDT) on the second Thursday after Labor Day. No arrangements for interviews may be made before then.
- Judges may not conduct interviews or extend offers before the third Thursday after Labor Day.
- The critical dates under the Law Clerk Hiring Plan for 2005 & 2006 are as follows:

Event	Fall 2005	Fall 2006
First date when applications may be sent ("postmarked"):	Tuesday, September 6, 2005	Tuesday, September 5, 2006
First date when Judges may begin scheduling interviews:	Noon (EDT), Thursday, September 15, 2005	Noon (EDT), Thursday, September 14, 2006
First date on which interviews may be held:	Thursday, September 22, 2005	Thursday, September 21, 2006

- The Plan does not cover applicants who have graduated from law school. Therefore, judges may interview and hire law school graduates at any time.
- Offers may be made as soon as interviews are permitted under the Plan. Generally, it is for the judge to determine the terms upon which an offer is extended. However, judges are encouraged not to require an applicant to accept an offer immediately without reasonable time to weigh it against other viable options that remain open to

the applicant. This would not prohibit an applicant from accepting an offer on the spot.

- **In appropriate circumstances, judges may wish to consider using video conferencing in lieu of personal interviews.**
- **The current Law Clerk Hiring Plan will remain in effect during 2005 and 2006. The Plan will be reviewed again by the Ad Hoc Committee after the fall 2006 hiring season.**